

POLICY

The juvenile justice specialist (JJS) must complete the Juvenile Justice Initial Service Plan (ISP) and either the Juvenile Justice Updated Service Plan (USP) or Juvenile Justice Supplemental Updated Service Plan (SUSP) within the time frames indicated below. A USP is required when the youth is living in the community and a SUSP is required when the youth is placed in a residential treatment facility.

PURPOSE

The ISP assists in assessing the needs of the youth/family and is the basis for making placement decisions which will determine the type of treatment and services the youth will receive. The USP/SUSP assists in assessing the youth's quarterly progress towards completion of treatment and permanency planning goals.

AUTHORITY

Social Welfare Act, 1939 PA 280, as amended, MCL 400.115a(1)(l).

**SERVICE PLAN
TIME FRAMES**

The JJS must complete the following plans in the Juvenile Justice OnLine Technology (JJOLT) system:

- DHS-4789, Juvenile Justice Initial Service Plan.
- DHS-4790, Juvenile Justice Updated Service Plan.
- DHS-4781, Supplemental Updated Services Plan.
- DHS-4539, Delinquent Youth Security Level Matrix for Re-offenders.

Private and public agencies/facilities providing treatment for a youth referred or committed to DHS must complete the following plans in the JJOLT system:

- DHS-232, Initial Treatment Plan.
- DHS-233, Updated Treatment Plan.
- DHS-234, Release Plan.
- Treatment Program Termination Form.

**ISP Completion
Date
Compliance**

The prepared initial service plan is considered complete when the JJS submits the ISP to the supervisor through the JJOLT system. The completion date is reflected as the "Report Date" on the first page of the ISP.

The ISP is considered overdue if the Report Date is on or after the 31st calendar day following the child's delinquency acceptance date.

**USP/SUSP
Completion Date
Compliance**

Completion of the first USP/SUSP is required within 120 calendar days of the delinquency referral/commitment acceptance date (such as within 90 calendar days of the completion of the initial service plan) and at least every 90 calendar days thereafter or more frequently, if necessary, to ensure coordination with court hearings.

At a minimum, the USP/SUSP must be updated and revised at 90-day intervals. The due date of the USP/SUSP is within 90 calendar days of the previous service plan's report period end date. The updated or supplemental service plan is considered complete when the JJS submits the USP/SUSP to the supervisor through the JJOLT system. The completion date is reflected as the "Report Date" on the first page of the service plan.

The USP/SUSP is considered overdue if the Report Date is on or after the 91st calendar day from the previous service plan's report end date.

**Supervisory
Approval**

Prior to finalizing, the service plan along with the required assessments must be reviewed and approved by the supervisor. The service plan approval process requires the supervisor to:

- Review and approve the service plan within 14 calendar days of the Report Date.

- Select the “Approved” button in the JJOLT system to generate the approval transaction date.
- Enter their JJOLT password to electronically sign the case service plan.

The agency is considered out of compliance with licensing R400.12403(2)(o) if the supervisor signature date is past the 14-day review and approval time frame.

Supervisory approval indicates agreement with:

- The JJS court recommendations within the service plan.
- The identified strengths and needs of the youth and family.
- The rate of progress identified.
- Appropriateness of current placement.
- Current treatment plan for the youth.
- Permanency planning goal.

STRUCTURED DECISION MAKING

The ISP and USP use structured decision making (SDM) models. SDM balances the youth's/family's need for services and the need for public safety and seeks to lessen the individual and subjective nature of decisions made at different stages of the process by organizing decision making criteria at each stage to promote greater consistency and equity.

The SDM model objectively evaluates three key decision making elements: the severity of the adjudicated offense, the risk of continued delinquent activity and the youth's service needs. The service and treatment plans uniformly guide and direct decisions regarding each youth's initial security level placement, escalation, and release from placement.

**DEVELOPING THE
INITIAL SERVICE
PLAN**

While developing the initial service plan, the JJS must ensure that the following items are completed:

- Complete DHS-3307-A, Youth Face Sheet, within five calendar days.
- Inquire if the youth has any North American Indian ancestry; see Native American Affairs items NAA 100, General Program Overview, and NAA 200, Identification of an Indian Child, for detailed instructions regarding placement of a youth with North American Indian ancestry.
- Verify that the court order is worded appropriately; see JJ2 220, Court Orders for Referrals/Commitments and Title IV-E Eligibility.
- Obtain a DNA profile, if applicable; see JR2 230, DNA.
- Ensure sex offender registration, if applicable; see JJ2 231, Sex Offender Registration.
- Determine if victim notification or restitution is required; see JR5 502, Victim Notification.
- Visit/contact the youth within 72 hours or document an explanation why not completed; see JJ2 270, Visit Requirements.
- Schedule the initial visit with the parent(s).
- Arrange and document temporary placement of the youth pending initial treatment program placement, if needed.
- Provide referral information to the Juvenile Justice Assignment Unit (JJAU) if residential placement is needed; see JJ7 700, Juvenile Justice Assignment Unit Placement Process. The Initial Service Plan must be completed for the assignment process to proceed.
- Open the case on the Services Worker Support System Foster Care, Adoption, Juvenile Justice (SWSS FAJ) and update as needed.

- Complete the DHS-352, Initial Determination of Appropriate Foster Care Funding Source, in SWSS FAJ to determine the funding source for the youth. See FOM 902, Financial Determinations, for further information.
- Complete the DHS-3205, Foster Care/Delinquent Ward Benefit Eligibility Record, to document governmental benefits that the youth is receiving or may be eligible to receive; see FOM 900 series for further information.

Note: A copy of the referring/commitment court order must be attached to the form when submitting to central office, Reconciliation and Recoupment Section, Division of Revenue & Federal Reporting, Bureau of Accounting.

- Complete the DCH-1354, Third Party Liability Health Insurance Information, if appropriate, to obtain child support for eligible youth and record the identity of third party insurance resources.
- Send the DHS-4526, Parent/Guardian Notification of Acceptance, to the parent(s)/or legal guardian(s) along with the name, office address, and telephone number of the assigned case worker.
- Determine if the youth was receiving financial assistance or food assistance program (FAP) at the time of his/her removal from the home. If so, notify the financial assistance unit supervisor and/or case worker in writing immediately and provide the date of the youth's removal from home. A copy of the notification must be filed in the youth's case record.
- Send the DHS-3204, Youth Acceptance Notice, to the court. A copy must be filed in the youth's case record.
- Authorize placement payments, if appropriate.
- When the youth enters an out-of-home placement, (**except for public institutions** such as state/county detention facilities and the training schools), enter the necessary information into SWSS FAJ to permit the opening of medical assistance for the youth; see FOM 803, Medicaid - Foster Care, for more information.

Note: A youth remains eligible for Medicaid while placed in a DHS facility (SWSS FAJ Living Arrangement 14). Medicaid must remain open in SWSS FAJ. Medicaid coverage in these placements is

limited to off-site inpatient hospitalization only. The DHS facility is responsible for all other medical services provided to the youth.

- Remove the youth from detention/jail within five calendar days of the acceptance date or document the reason why this cannot be done, if applicable.
- Complete the health history and immunization information on the DHS-221, Medical Passport.
- Arrange for a medical examination of the youth within 30 calendar days of out-of-home placement. Document the examination based on the youth's age using the following forms:
 - DHS-1636, Well Child Exam, Early Adolescence: 11-14 Years.
 - DHS-1637, Well Child Exam, Early Adolescence: 15-18 Years.
- Arrange for a dental examination of the youth within 90 calendar days of out-of-home placement if there has been no such examination within the previous 12 months. Document using the DHS-1664, Youth Yearly Dental Record.
- Submit the SS-5 for a Social Security card if the youth has no number; see FOM 902-16, Social Security Numbers, for more information. If the youth has a number, but no Social Security card, the JJS must verify the number on Bridges or secure a copy of the card. The JJS must assist the youth in obtaining a Social Security card and retain a copy in the youth's case record. All information in the youth's case record containing more than the last four digits of the Social Security number, as well as the Social Security card, must be removed prior to any viewing by other than authorized persons; see the Social Security Number Privacy Act, MCL 445.81 et seq.
- Obtain a certified birth record using the DHS-261, DHS Request for a Michigan Birth Record, or see FOM 910, Where To Write for Vital Records, for out-of-state birth records. The certified birth record must be requested immediately. If receipt of the certified birth certificate is pending, a copy of the application for the certified birth record must be included in the referral packet.

- Upon receipt of the certified birth record, the JJS must forward a copy to the JJAU if residential placement is desired. The original birth record must remain in the youth's local county office file until case closure.

JUVENILE JUSTICE INITIAL SERVICE PLAN INSTRUCTIONS

The JJS must develop the DHS-4789, Juvenile Justice Initial Service Plan (ISP), within 30 calendar days of the delinquency acceptance date for a youth referred or committed to the Department of Human Services.

Acceptance/Commitment Date

The acceptance/commitment date is the date the delinquency court order referring or committing the youth to DHS is signed by the court. See FOM 722-1, Foster Care - Entry into Foster Care, Court Ordered Placement, Case Acceptance Date.

Permanency Planning

Federal regulations require documentation for each youth regarding permanency planning. Listed below are the areas of permanency planning that must be completed in Section III of the ISP and the USP.

There must be a permanency planning goal for each youth documented in Section III A in each ISP and USP; see FOM 722-7, Foster Care - Permanency Planning, Federal Permanency Planning Goals.

Reasonable Efforts

A detailed description of **reasonable efforts** to maintain the youth at home must be included in the court's order or in a transcript of the hearing. Reasonable efforts must be documented in Section III B of the ISP and the USP as well as in the appropriate section of the SUSP.

**Compelling
Reasons**

The Adoption and Safe Families Act (ASFA) requires that a petition to terminate the parents' rights be filed if a child has been in care for 15 of the last 22 months. If a petition is not filed, the compelling reasons for not filing must be documented; see FOM 722-7, Foster Care - Permanency Planning, Ongoing Permanency Planning and Service Provision for further information. The compelling reasons information must be entered in Section III C of the ISP and the USP as well as in the appropriate section of the SUSP.

**Classification
Report**

Section II - Classification Report of DHS-4789 guides placement of the youths based on the committing offense and the youth's level of risk. DHS-4789 Section VI - Treatment Plan guides treatment decisions.

**Security Level
Override
Process**

Section II, Security Level Recommendation Matrix, in the ISP requires the JJS to provide a proper override code in the indicated box when applicable. The override refers to extenuating circumstance(s) resulting in an escalation (increase) or mitigation (decrease) to a youth's security level. There may be, in some instances, an accumulation of evidence that the computed security level is not appropriate. Prior to and during the youth/family assessment, the youth's case must be examined for aggravating or mitigating factors which would justify altering projected security level.

Discretionary override recommendations must be based on individual case situations/circumstances. This may include information, not scored on the classification report, that provides a compelling basis for altering the computed security level. The JJS completing the risk and security level report must screen the case for recommendation of a discretionary override to aggravate or mitigate a youth's security level.

**Override of
Security Level**

The court can mandate either security level which cannot be overridden by DHS. The JJS must present any differences between the youth's recommended security level on the security level matrix and the court or DHS override to the court. The JJS must comply with the court order.

A DHS override of a youth's initial security level requires **supervisory approval**.

**Mitigating
Factors to
Lower Security
Level**

The options available for a discretionary override include:

Note: The number next to each override refers to Juvenile Justice OnLine Technology (JJOLT) coding.

- 002 No previous service attempt.
- 003 Special issues/reduced culpability (Mentally or Developmentally Disabled (MDD), age etc.).
- 004 Offense related to meeting family sustenance.
- 005 Family support present/viable.
- 006 Played a minor role in crime.
- 007 Crime committed under duress, coercion, threat.
- 008 Extreme care was expressed for health, safety, property.
- 010 Defendant reasonably believed there was a right to property.
- 011 Small amount of money/property (\$200.00), little or no harm to victim.
- 012 No prior criminal history.
- 013 Crime not likely to be repeated.
- 014 Other.
- 015 Judge/referee order to mitigate.
- 016 JJS successfully petitions to decrease security level.

**Aggravating
Factors to
Increase
Security Level**

- 021 Leader of a criminal enterprise.
- 022 Crime involved several perpetrators/weapons.
- 023 Multiple victims.
- 024 Vicious/heinous crime.

- 025 Property/money stolen particularly high (\$1,000.00 or more).
- 026 Defendant refused to make restitution.
- 027 Thrill seeking.
- 028 Witnesses threatened.
- 029 Escalating history of violence.
- 030 Reckless disregard for safety of others.
- 031 Excessive plea bargaining.
- 032 History of arson.
- 033 Multiple sex offenses.
- 034 Premeditated murder.
- 035 Unsuccessful community intervention.
- 036 Psychiatric disturbance.
- 037 Serious escape risk.
- 038 Risk of self-injury, harm.
- 039 Other.
- 040 Judge/referee order to aggravate.
- 041 JJS successfully petitions to increase security level.

Form Distribution

A copy of the completed DHS-4789, Juvenile Justice Initial Service Plan, must be filed in the youth's case record.

UPDATED SERVICE PLAN INSTRUCTIONS

The DHS-4790, Juvenile Justice Updated Service Plan (USP), must be completed for any youth in community placement as follows. The written information for the plan must be obtained from a variety of sources and reports including field visits, personal contacts, reports/treatment plans from residential placements, schools, employers, training programs, and counseling services. Information from collateral contacts must be summarized by the JJS.

SUPPLEMENTAL UPDATED SERVICE PLAN INSTRUCTIONS

The DHS-4781, Supplemental Updated Service Plan (SUSP), must be completed by the JJS when a youth receives treatment from a residential program. When the JJS receives an initial treatment plan (ITP), updated treatment plan (UTP) or release plan, they must attach the treatment plan to the case service plan, distribute copies, and file it in the youth's case record. Upon receipt of an updated

treatment plan from a contracted agency, the JJS submits it to the contracted agency with documented approval of the treatment plan or a request for a conference date to address treatment plan issues.

**DELINQUENT
YOUTH SECURITY
LEVEL MATRIX
FOR RE-
OFFENDERS**

The DHS-4539, Delinquent Youth Security Level Matrix for Re-Offenders, is used to determine the security level for a youth who has been **adjudicated for a new offense**. The form must be completed by the JJS as follows:

- Document the living arrangement at the time the new offense was committed.
- Check the security level at the time the offense was committed.
- Enter the new adjudicated offense type. Check the class type of the new offense: Class I/II, Class III and Class IV/V; see JJ3 300 for class types.)
- Determine the new security level using the box where the new adjudicated offense class was checked, then follow that straight across to the security level box for the living arrangement at the time of the new offense. This is the new security level.
- If an override is required, enter the proper override code in the indicated box; see Override of Security Level in this item.
- Check the final security level for replacement.
- If the judge's recommendation or order is different from the matrix, check the court recommended security level.
- Submit for supervisory approval.